

Agenda item 2

Paragraph 4 of the annotated agenda

Terms of reference of EB support structure

CDM EB 61

Bonn, Germany, 30 May to 3 June 2011



CDM MAP 2011

- Revised ToRs for Chairs/Vice Chairs of panels/WGs is listed as one of the EB deliverables in 2011

EB 59

- EB requested the secretariat to prepare draft ToRs for panels/WGs

EB 60

- EB provided guidance for developing draft ToRs

Objective (1)

Consolidates the following existing documents into a single document:

- **General guidelines for establishing panels and WGs**
- **ToR for Meth Panel**
- **ToR for SSC WG**
- **ToR for A/R WG**
- **ToR for Accreditation Panel**
- Existing guidelines and ToRs
 - Some working modalities are individually defined in each ToR
 - Some roles of Chairs/Vice Chairs are individually defined in each ToR
 - Competence requirements for members are defined in both general guidelines and individual ToRs
 - Principle of compensation to members is not consistently defined



- Draft ToR:
 - Sets common rules and key functions applicable to all panels/WGs
 - Competence requirements are combined and listed in annex

Objective (2)

Clarifies the roles and responsibilities of the support structure of EB, including the secretariat

- Existing guidelines and ToRs:
 - Does not correctly reflect the current roles and responsibilities of panels/WGs and the secretariat in supporting the EB
 - Are not consistent in defining areas of work
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- Draft ToR:
 - Sets the roles of panels/WGs and the secretariat by listing their key functions (instead of listing all detail activities) that have evolved over the years

Objective (3)

Clarifies the roles and responsibilities of Chairs and Vice-Chairs of panels and WGs

- Existing guidelines and ToRs:
 - Does not clarify the role of the Chair in exchanging views during panel/WG meetings and EB meetings



- Draft ToR:
 - Clarifies the role the Chair in exchanging views during panel/WG meetings and conditions for the Chair/Vice-Chair in expressing his/her own views during EB meetings

Objective (4)

Establishes common functional guidelines for panels and working groups

- Existing guidelines and ToRs:
 - Length of members' term is inconsistent (AP: 2 years, others: 1 year)
 - Rules of handling members' absence from meetings and possibility of their suspension are not consistently presented



- Draft ToR:
 - Length of members' term is made consistent (1 year) and the starting and ending point is clarified
 - Common rules for handling members' absence from meetings and suspension of membership are set
 - Chair/Vice-Chair's evaluation and feedback of performance of members of panels/WGs and the secretariat is introduced
 - Expected workload for members are presented

Expectation from EB

1. Consider key elements in the draft, inter alia,
 - Roles and responsibilities of panels, WGs and the secretariat
 - Roles and responsibilities of Chairs/Vice-Chairs of panels and WGs
 - Working modalities of panels and WGs
2. Adopt the ToR
3. Apply immediately
 - Request existing members to sign the agreement to be bound by new ToR
 - For members selection and term, apply from the next call for experts